UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State and County Offices

Software Modifications for the Assignment and Joint Payment System in County Release No. 404

Approved by: Acting Deputy Administrator, Management

1 Overview

A
Background

Notice FI-2354 provides instructions to State and County Offices to accept CCC-36's and CCC-37's for payments pertaining to the Crop Loss Disaster Assistance Program (CLDAP). In County Release No. 404, the Assignment and Joint Payment System has been modified to:

- allow for the establishment and correction of CLDAP records

- calculate and display the number of diskettes or tapes needed to purge the assignment and joint payment files.

B
Purpose

This notice informs and provides instructions to State and County Offices of the modifications made in the Assignment and Joint Payment System.

C
Contact

If there are questions about this notice, contact Vivian Lu at 703-305-1311.

Disposal Date	Distribution
October 1, 1999	State Offices; State Offices relay to County Offices

2 County Office Action

A
Accepting
CCC-36's or
CCC-37's

County Offices shall continue accepting CCC-36's and CCC-37's for CLDAP according to Notice FI-2354.

B
Changes Made to
Screen
AZK10020

Screen AZK10020 has been modified to add a field for CLDAP payments.

This is an example of Screen AZK10020.

```
Accounting   081 LITTLE RIVER      Establish                        AZK10020
Assignment / Joint Payment Screen   Version: AC84    03-15-1999 13:05   Term W2

        Producer ID 561 92 8374 Type S Facility Code 00   Assignment CCC-36
        Name       JOHN SMITH

                   Place an "X" by the applicable program

                   ___ Conservation Reserve
                   ___ Production Flexibility
                   ___ Crop Loss Disaster Assistance
                          or
                   Enter Program Code

                   Other _____

   Enter=Continue  Cmd4=Previous Screen    Cmd7=End  Help=Help Text
```

2   County Office Action (Continued)

C
Establishing
CLDAP
Assignment or
Joint Payment

Establish an assignment for CLDAP from the Assignment and Joint Payment Main
Menu AZK000 according to this table.

Step	Condition	Action			Result
1	On Screen AZK000: • ENTER "1", "Establish an Assignment/Joint Payment" • PRESS "Enter".				Establish Screen AZK10010 will be displayed.
2	On Screen AZK10010:				
	IF producer's ID is...	**THEN...**		**AND...**	
	available	• enter producer's ID number, ID type, and facility code. • enter "X" in "Assignment CCC-36" field or in "Payment CCC-37" field. • PRESS "Enter".			Screen AZK10010 will be redisplayed for additional data entry. Go to step 4 if selected CCC-37 for CLDAP.
	not available	• enter producer's last name or first initial in the name field. • verify the facility code is "00". • PRESS "Enter".		Screen FAX270-01 will display a list of names to chose from. Select the applicable ID number from list: • enter the desired option number • PRESS "Enter".	Screen AZK10010 will be redisplayed for additional data entry. Go to step 4 if selected CCC-37 for CLDAP.
		• enter "X" in "Assignment CCC-36" field or "Joint Payment CCC-37" field. • PRESS "Enter".			

2   County Office Action (Continued)

**C
Establishing
CLDAP
Assignment or
Joint Payment
(Continued)**

Step	Condition	Action			Result
3	On the redisplayed Screen AZK10010:				
	IF assignee's ID is...	**THEN...**	**AND...**		
	available	• enter assignee's ID number, ID type, and facility code, from CCC-36, item 9, in the "ID Number" field. • PRESS "Enter".			Establish Screen AZK10020 will display the producer's name, ID, ID type, facility code, and form designation. Go to step 5.
	not available	• enter assignee's last name or first initial in the name field. • enter assignee's **facility code**. • PRESS "Enter".	Screen FAX270-01 will display a list of names to chose from. Select the applicable ID number from list: • enter the desired option number • PRESS "Enter".		Establish Screen AZK10020 will display the producer's name, ID, ID type, facility code, and form designation. Go to step 5.
4	On the redisplayed Screen AZK10010: • enter joint payee's name • PRESS "Enter".				Establish Screen AZK10020 will display the producer's name, ID, ID type, facility code, and form designation. Go to step 5.

2   County Office Action (Continued)

C
Establishing
CLDAP
Assignment or
Joint Payment
(Continued)

Step	Action	Result
5	On Screen AZK10020: • ENTER "X" in the "Crop Loss Disaster Assistance" field • PRESS "Enter".	Screen AZK10030 will be displayed.
6	On Screen AZK10030: • enter the CLDAP payment year " **1998**" from CCC-36, item 11, or CCC-37, item 7, in the "Year" field • enter the assigned CLDAP amount, from CCC-36, item 3, in the "Assignment Amount" field **Note:** This entry is required for assignment only. • enter the 6-digit or 8-digit date CCC-36 or CCC-37 was accepted in the servicing County Office in the "Date Filed" field in the "mmddyy" or "mmddyyyy" format.	Establish Screen AZK10040 will display: • all of the data that was entered • the message "PRESS Cmd5 to add record."

IF the "Date Filed" is....	THEN...
the current date	PRESS "Enter".
less than the current date	the message, "Payment(s) may have been issued." will be displayed. • Verify the date. • PRESS "Enter".
after the current date	the message, "Date CANNOT be later than current date." will be displayed. • Modify the date. • PRESS "Enter".

2   County Office Action (Continued)

C
Establishing
CLDAP
Assignment or
Joint Payment
(Continued)

Step	Action		Result
7	On Screen AZK10040:		
	IF all entries are...	**THEN...**	
	correct	PRESS "Cmd5".	A record will be established. To print the Assignment/Joint Payment Status Report: • follow the system instructions • enter the applicable responses. **Note:** This report **cannot be printed** at any other time.
	not correct	PRESS "Cmd4".	Return to Screen AZK10030. • Go to step 2 to make correction on Screen AZK10030. • PRESS "Cmd4"; go back to Screen AZK10020 and make correction • PRESS "Cmd4" twice; go back to Screen AZK10010 and make correction.
	to exit	PRESS "Cmd7".	Return to Menu AZK000 without establishing the assignment or joint payment record.

2   County Office Action (Continued)

D
Changes Made to
Screen AZK20030

Screen AZK20030 has been modified to add a field for CLDAP records.

This is an example of Screen AZK20030.

```
Accounting      081 LITTLE RIVER      Correct                    AZK20030
Assignment / Joint Payment Screen      Version: AC84  03-12-1999 07:24    Term W2

     Producer ID 561 92 8374  Type S  Facility Code  00  Assignment CCC-36
     Name      JOHN SMITH                                  Number A003

(Place an "X" by the applicable program (s))
(Use field exit to remove a previous selection)

     ___ All Crops        ___ Shorn Wool        Other (Enter Program Code)
     ___ Wheat            ___ UnShorn Lambs
     ___ Feed Grains      ___ Mohair            _____
     ___ Upland Cotton    ___ Conservation      ___ Production Flexibility
     ___ ELS Cotton           Reserve
     ___ Rice             ___ *Crop Loss Disaster Assistance*

Enter=Continue    Cmd4=Previous Screen  Cmd7=End      Help=Help Text
```

E
Correct an
Established
Assignment

Screen AZK20030 is accessed from the Assignment and Joint Payment Main Menu by option 2, "Correct an Assignment."

County Offices shall correct an established assignment record according to 63-FI, paragraph 148.

2   County Office Action (Continued)

**F
Changes Made to
Screen AZK00003**

Screen AZK00003 has been modified to calculate and notify the County Office personnel of the number of diskettes or tapes needed before purging the Assignment and Joint Payment History Files.

This is an example of Screen AZK00003

```
Accounting      081 LITTLE RIVER        Purge                AZK00003
Select Storage Media Screen        Version: AC84      04-08-99 09:47   Term W2



        Save purge records on (D)iskette or (T)ape?  ___

        At lease ___ diskette(s) initialized with FORMAT2

        -or- ___ initialized tape(s) will be required.

        Note:   Cmd7 will end all purge processing.  Assignment
                and Joint Payment records will not be removed
                from the Assignment Master and History files
                and purged records will not be saved.

Enter=Continue      Cmd7=End
```

2   County Office Action (Continued)

G
Purge Process   County Offices shall purge the Assignment and Joint Payment History File
                       according to 63-FI, subparagraph 213 C. The Assignment and Joint Payment
                       System will now calculate the number of diskettes or tapes needed to purge the
                       Assignment and Joint Payment History Files.

                       This table provides instructions on Screen AZK00003 when purging the
                       Assignment and Joint Payment History Files.

Step	Action		Result
1	On Screen AZK00003:		
	IF purging to...	**THEN...**	
	diskette	ENTER "D".	
	tape	ENTER "T".	
2	**IF...**	**THEN...**	
	enough diskettes/tapes available	PRESS "Enter".	Purge Verification Screen AZK00021 will be displayed with the messages: • "Beginning the Save process..." • "Please verify that an initialized Diskette/Tape is in the appropriate drive."
	not enough diskettes/tapes available	PRESS "Cmd7".	To end the purge process and return to the Accounting Assignment/Joint Payment Menu AZK000. **Note:** When "Cmd7" is pressed: • the assignment/joint payment records will not be removed from the Assignment Master • History files and purged records will not be saved.